

City of Marietta
Geographic Information Systems (GIS)
205 Lawrence Street
Marietta Georgia, 30060

ADDRESS ASSIGNMENT PROCEDURES

A. Single Residential Structure

- • A Site Plan or a Plat is required of location, or the parcel must be identified on tax map by District, Land Lot, and Parcel.
- • Check Base Map and/or Tax Maps to insure that property falls within the city limits of Marietta.
- • Property must be addressed off a dedicated city street. (***see note***)
- • Verify on map what the adjoining property addresses are to maintain sequential order.
- • Check the address grid to determine the correct address range.
(A field check of property may be necessary at this point if a proper address can not be determined.)
- • Propose new address number.
- • Check the Land Parcel Management (LX) for any existing addresses that would duplicate or conflict with the proposed address.
- • Assign the address. Complete an address form.
- • The new form should be checked off with Planning & Zoning and Building Permit departments for any conflict with zoning or permitting.
- • The form is return to GIS for the final sign-off.
- • Give photocopy of new address form and any other material to requester. Make necessary changes to maps, LX and any other sources. Notify City departments and outside agencies.

- • File address form and other related information for future reference.

B. Single Commercial Structure

- • A Site Plan or a Plat is required of location or parcel must be identified on tax maps by District, Land Lot, and Parcel.
- • Check map or tax maps to insure that property falls within the city limits of Marietta.
- • Property must be address off a dedicated city street. (***see note***)
- • Verify addresses on the map to see what the adjoining property addresses are to maintain a sequential order.
- • Check the address grid to determine the correct address range.

(A field check of property may be necessary at this point if a proper address can not be determined.)

- • Propose new address number.
- • Check LX for any existing addresses that would duplicate or conflict with the proposed address.
- • Assign the address. Complete an address form.
- • The new form should be checked off with Planning & Zoning and Building Permit departments for any conflict with zoning or permitting.
- • The form is return to GIS for the final sign-off.
- • Give photocopy of new address form and any other material to requester. Make necessary changes to maps, LX and any other sources. Notify City departments and outside agencies.
- • File address form and other related information for future reference.

C. Single Vacant Parcel

- • A Site Plan or a Plat is required if location or parcel must be identified on tax maps by District, Land Lot, and Parcel.
- • Check Base map and/or tax maps to insure that property falls within the city limits of Marietta.
- • Property must be addressed off a dedicated city street. (***see note***)
- • Verify what the adjoining property addresses are in order to maintain a sequential order.
- • Check the address grid to determine the correct address range.

(A field check of property may be necessary at this point if a proper address can not be determined.)

- • Propose new address number.
- • Check LX for any existing addresses that would duplicate or conflict with the proposed address.
- • Assign the address. Complete an address form.
- • The new form should be checked off with Planning & Zoning and Building Permit departments for any conflict with zoning or permitting.
- • The form is return to the GIS for the final sign-off.
- • Give photocopy of new address form and any other material to requester. Make necessary changes to maps, LX and any other sources. Notify City departments and outside agencies.
- • File address form and other related information for future reference.

D. Subdivision Addressing

- • The developer/surveyor submits a preliminary plat of a new subdivision to the city.
- • Check Base map and/or tax maps to insure that property falls within the city limits of Marietta.
- • Lots must be addressed off a dedicated city street. (***see note***)
- • Addresses are assigned to each lot according to the Address Grid and/or the existing addressing sequence. (***Each lot is assigned an address according to the procedures in the addressing policy. ex: corner lots, cul-de-sacs, etc...***)
- • A subdivision form is completed.
- • Preliminary plat is returned to developer/surveyor. A copy of preliminary plat with recorded addresses is kept on file along with the subdivision form until the final plat is submitted.
- • When final plat is submitted in a digital format, check the final plat against the copy of the preliminary plat to assure that the correct addresses were recorded. (**Marietta Municipal Code Section - 728.09**)
- • Input addresses into LX.
- • Insert digitized plat onto the 100 scale maps and other related maps.
- • Notify city departments and outside agencies of the new addresses.
- • File subdivision form, the final plat and other related material/information for future reference.

E. Apartment Addressing

- • The developer/surveyor submits a preliminary plat of a new apartment complex to the city.
- • Check Base map and/or tax maps to insure that property falls within the city limits of Marietta.
- • The entire complex is assigned one address. The address is assigned according to the Address Grid and/or the existing addressing sequence. Each building/structure is given a unique building number. The building numbers are determined by the owner/developer. (***The address and building numbers are assigned according to the procedures in the address policy.***)
- • An apartment form is completed.
- • Preliminary plat is returned to developer/surveyor. A copy of preliminary plat with recorded address and building numbers are kept on file along with the apartment form until the final plat is submitted.
- • When final plat is submitted, check the final plat against the copy of the preliminary plat to assure that the correct address and building numbers were recorded.
- • Input address and building numbers into LX.
- • Insert final digital plat onto the 100 scale maps and other related maps.
- • Notify city departments and outside agencies of the new address and building numbers.
- • File apartment form, the final plat and other related material/information for future reference.

Note: Streets within an apartment complex are non-dedicated city streets, therefore the address is assigned off the nearest dedicated city street where the entrance of the apartment complex is located. In a case where the streets within the apartment complex are dedicated city streets then each building can have a unique address.

F. Condominium/Townhouse Addressing

- • The developer/surveyor submits a preliminary plat of a new condominium complex to the city.
- • Check Base map and/or tax maps to insure that property falls within the city limits of Marietta.
- • The entire complex is assigned one address. The address is assigned according to the Address Grid and/or the existing addressing sequence. Each building/structure is given a unique building number. The building numbers are determined by the owner/developer. However, if the streets within the condominium complex are dedicated city streets then each building can have a unique address. ***(The address and building numbers are assigned according to the procedures in the address policy.)***
- • A condominium/townhouse form is completed.
- • Preliminary plat is returned to developer/surveyor. A copy of preliminary plat with recorded addresses and building numbers are kept on file along with the condominium/townhouse form until the final plat is submitted.
- • When final plat is submitted, check the final plat against the copy of the preliminary plat to assure that the correct addresses and building numbers were recorded.
- • Input addresses and building numbers into LX.
- • Insert final digital plat onto the 100 scale maps and other related maps.
- • Notify city departments and outside agencies of the new addresses and building numbers.
- • File condominium/townhouse form, the final plat and other related material/information for further reference.

NOTE: Addresses may be assigned to a non-dedicated city streets under certain conditions. (Marietta Municipal Code-Section 730.02